MissouriBUYS
Statewide eProcurement System

WebProcure™

Vendor Registration Instructions

(Updated September 7, 2017)

WebProcure™ *powered by* **PERFECT COMMERCE**

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Introduction

The State of Missouri is implementing a secure, web-based statewide eProcurement system, **MissouriBUYS**, using the Web**Procure** application provided by our partner, Perfect Commerce.

MissouriBUYS offers many user-friendly features and expanded services, including:

- Business opportunities from the State of Missouri posted to a consolidated Bid Board where you may view and respond to the opportunities.

- Contract Board that enables buyers to easily search for active contracts when purchasing products and services.

- Ability to view and respond to other public sector opportunities within Missouri.

- Access to the Web**Procure** marketplace, which provides public sector opportunities with other Perfect Commerce clients.

- Automatic email notification of business opportunities.

- Ability to electronically submit bids or proposals.

- Enhanced self-service vendor registration in a one-stop shop.

- Improved vendor registration allowing for multiple users, contacts, attachments and more.

- Ability to review award results/postings electronically.

Required Registration

All vendors who currently (or in the future) sell products and/or services to the state are *required* to register their business with the Office of Administration through **MissouriBUYS**. The vendor registration portal for registering your business is accessible from the **MissouriBUYS** website at:

https://missouribuys.mo.gov.

This document will serve as a guide on how to register your organization.

Vendor Self-Registration

MissouriBUYS utilizes the Web**Procure** tool to provide vendors with the ability to self-register. This is a multi-step process to establish contact and company information, regions served, commodity classifications, and tax identification information.

Getting Started

It is suggested that you have the following information on hand to complete the required sections of the registration:

- **Organization's Taxpayer ID Number** (TIN)

- **Business Type** (Corporation, LLC, Sole Proprietorship, etc.)

- **Email Address**

- **ACH-EFT Payment Information** (optional)

- A completed and signed **Internal Revenue Service W-9 Form** (optional)**, (Request for Taxpayer Identification Number (TIN)** and **Certification)**

You will also have the opportunity to enter supplemental information including:

- **Organization Information**

- **Missouri Counties / Regions Served**

- **Diversity/Disadvantaged Business Classifications**
    - **Minority Business Enterprise** (MBE)
    - **Woman Business Enterprise** (WBE)
    - **Missouri Service-Disabled Veteran Business Enterprise** (SDVE)
    - **Disadvantaged Business Enterprise** (DBE)
    - **Airport Concessions Disadvantaged Business Enterprise** (ADCDBE)
    - **Organization for the Blind**
    - **Sheltered Workshops**
- **Emergency Purchase Vendor**
- **Organization Contact Information**
- **Commodity/Service Code Selection**

Step 1 - Collect Information and General Disclaimer

The first step in the registration process is to collect the information that will be necessary to complete your registration.   This includes the previously mentioned items including taxpayer information, contacts, and commodity classifications.

After gathering the necessary information, access **MissouriBUYS** at: https://missouribuys.mo.gov.

There are some helpful documents on **MissouriBUYS** to assist vendors register.   The following documents can be found under **Training** on the **MissouriBUYS** webpage and at the top of each screen during registration:

Vendor Registration Checklist – A list of items/information to gather before beginning the registration process.

Vendor Registration Instructions – Detailed instructions on the steps a vendor must take to complete vendor registration for the State of Missouri.
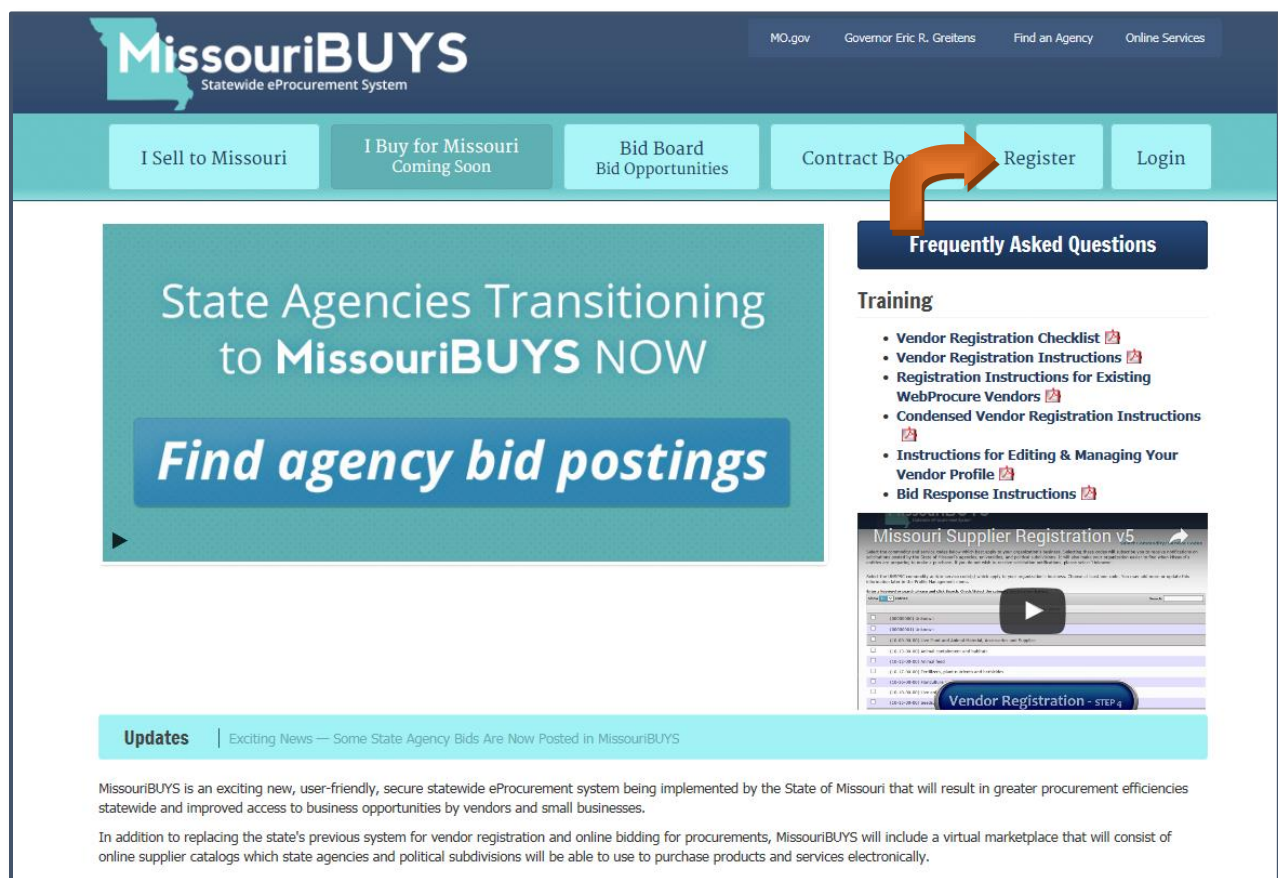
Registration Instructions for Existing WebProcure Vendors – Instructions for vendors who have an existing Web**Procure** account and need to add the State of Missouri as a buying organization.

Condensed Vendor Registration Instructions – While vendors are encouraged to complete all steps during their initial vendor registration, this document contains the minimum steps required to register. This document is recommended for vendors who may have a limited number of contracts with the State of Missouri.

Instructions for Editing & Managing Your Vendor Profile – Once registered, this guide will assist vendors who need to edit or update their organization's information in MissouriBUYS.

Vendor Training Video – A step-by-step video is also available under Training and on the registration pages to assist vendors in registering in **MissouriBUYS**.

Once you are ready to begin your registration, click on the **Register** button.

The **Register** screen will appear.

Register

[Existing WebProcure Vendors 📄]   [Vendor Training Video]   [Vendor Registration Instructions 📄]

[Condensed Vendor Registration Instructions 📄]   [Instructions for Editing & Managing Your Vendor Profile 📄]

Doing Business with the State of Missouri's State Agencies, Universities and Political Subdivisions

Welcome to the State of Missouri's Vendor Registration process. This registration will quickly allow you to get a username and password to view, as well as respond to, business opportunities issued by the State of Missouri's state agencies, universities, and political subdivisions.

Prior to starting the registration, please make sure to have the following information available:

- Organization's Taxpayer ID Number (TIN)
- Business Type (Corporation, LLC, Sole Proprietorship, etc.)
- Email Address
- ACH-EFT Payment Information
- Internal Revenue Service W-9 Form, Request for Taxpayer Identification Number (TIN) and Certification

Registration is a multi-step process with the opportunity to complete the following information:

- Organization Information
- Missouri Counties/Regions Served
- Diversity/Disadvantaged Business Classifications
  - Minority Business Enterprise (MBE)
  - Women Business Enterprise (WBE)
  - Missouri Service-Disabled Veteran Business Enterprise (SDVE)
  - Disadvantaged Business Enterprise (DBE)
  - Airport Concessions Disadvantaged Business Enterprise (ACDBE)
  - Organizations for the Blind
  - Sheltered Workshops
- Emergency Purchase Vendor
- Organization Contact Information
- Commodity/Service Code Selection

General Disclaimer:

The State of Missouri is not responsible for and accepts no liability for any technical problems that result from using this website. In addition, the State of Missouri is not responsible for problems related to the transmission of data to and from this site. The State of Missouri's Privacy Policy can be accessed here.

I agree with the terms. *
☐ Yes, I agree

*denotes required fields.

[◄ Back] [Next ►]

Located at the bottom of this first step is the **General Disclaimer** for the State of Missouri.

General Disclaimer:

The State of Missouri is not responsible for and accepts no liability for any technical problems that result from using this website. In addition, the State of Missouri is not responsible for problems related to the transmission of data to and from this site. The State of Missouri's Privacy Policy can be accessed here.

I agree with the terms. *
☐ Yes, I agree

*denotes required fields.

[◄ Back] [Next ►]

The disclaimer states: '*The State of Missouri is not responsible for and accepts no liability for any technical problems that result from using this website. In addition, the State of Missouri is not*

responsible for problems related to the transmission of data to and from this site. The State of Missouri's Privacy Policy can be accessed [here](#).'

The State of Missouri's Privacy Policy may be viewed in its entirety at the following website: http://www.mo.gov/privacy-policy/.

Agreeing to the **General Disclaimer** is a requirement as indicated by the red asterisk (*****). In order to proceed with the registration, check the **Yes, I agree** check box.

General Disclaimer:

The State of Missouri is not responsible for and accepts no liability for any technical problems that result from using this website. In addition, the State of Missouri is not responsible for problems related to the transmission of data to and from this site. The State of Missouri's Privacy Policy can be accessed here.

I agree with the terms.
☑ Yes, I agree

*denotes required fields.

Next ▶

Click **Next.**

Step 2 - Organization Information

In step two, you will enter the information that was collected in step one.

Organization Information

Please enter the information requested below.
*denotes required fields.

Country *
[United States   ▼]
This office is
If you are an individual/ sole proprietor, select "Parent/Holding Company." If your organization has a DBA please register the DBA separately as a "Branch."
◉ Parent/Holding Company   ○ Branch/DBA

Federal Employer Identification Number *
[   ] - [   ] **Clear**

Confirm Federal Employer Identification Number *
[   ] - [   ]

-OR-
Social Security Number *
[   ] - [   ] - [   ] **Clear**

Confirm Social Security Number *
[   ] - [   ] - [   ]

Unique Branch Identifier
[   ]

Confirm Unique Branch Identifier
[   ]

Legal Name of Entity/Individual *
[   ] *50 characters left.*
Address *
[   ] *30 characters left*
[   ] *30 characters left*
City *
[   ]
State/Province *
[Missouri   ▼]
Postal / Zip Code *
[   ] - [   ]

Type of Business *
[Please Select   ▼]

Internal Revenue Service W-9 Form and ACH-EFT Payment Information

Would you like to provide this information now or later?
○ Now   ◉ Later

Missouri Counties/Regions Served

Would you like to provide this information now or later?
○ Now   ◉ Later

Diversity/ Disadvantaged Business Classifications

The following information is optional and may not apply to your organization.

If applicable, would you like to provide this information now or later? Select 'Later' if none of the classifications apply to your organization.
○ Now   ◉ Later

Would you like your company to be included on the State of Missouri's 24 hour Emergency Vendor List?

◉ No   ○ Yes

*denotes required fields.

[◀ Back] [Next ▶]

A red asterisk (*****) indicates that a field is required and must be completed in order to proceed to the next step in the registration.

Complete the above fields as follows:

> **Country*** – United States is the default designation. Use the drop down menu to select the country location of your organization if United States is not applicable.

> **This office is** – Choose the appropriate designation for your organization:

>> ▪ **Parent/Holding Company** – This is the default designation and applies to your organization if it is the parent or headquarters location of your organization. Also, if you are an individual/sole proprietor, be sure this option is selected.

>> ▪ **Branch/DBA –** If your organization is a child company or branch location of another entity, select this option.

Please note: If you have a **DBA (Doing Business As)** name, and you will only be doing business with the State of Missouri under your DBA name, you may only need to register using your DBA name (without punctuation). If the legal name and the DBA name are both listed on the W-9 Form with the correct FEIN number associated with the legal, and the DBA is also registered using that same FEIN number, you can register the DBA name (without punctuation) as a branch office in **MissouriBUYS** by selecting 'Branch/DBA.'

If both names are not on the W-9 Form, or there are two different FEIN numbers, two vendor registration records are needed in MissouriBUYS — one for the legal entity and one for the DBA as the state needs to track both names separately. When vendors receive payments from the state, their checks will be made out to their DBA name if that is how the vendor invoices. Also, the legal name of an organization is tracked so the state can issue a 1099 to the appropriate legal name.

➢ **Federal Employer Identification Number* -- OR – Social Security Number*** – During your initial registration, either a **Federal Employer Identification Number** (FEIN) or a **Social Security Number** (SSN), must be entered to identify your organization in Web**Procure**. The State of Missouri may use this information to associate your Web**Procure** registration with the state's financial system for **Federal** tax reporting.

> **Application Note:** The **Clear** link, located to the right of the **Federal Employer Identification Number** and **Social Security Number** text entry fields, allows you to empty those fields and re-enter numbers as needed.

➢ **Unique Branch Identifier** – The **Unique Branch Identifier** is used to differentiate between entities that share a common taxpayer identification number. This may be a D-U-N-S number, issued by Dunn & Bradstreet, which provides unique identifiers of single business entities, while linking corporate family structures together. It may also be a store location number, etc. This field is conditionally required if you are registering as a branch location. This field must contain 9 digits. It cannot contain letters or symbols.

➢ **Legal Name of Entity/Individual or DBA Name (if registering as a Branch)*** – If registering as a Parent/Holding Company, enter the Legal Name of the entity/individual. The Legal name must match, excluding punctuation, the entity/individual name on record with the IRS for your Tax

Identification Number. If you file with a Social Security Number, you must enter your Legal Name, excluding punctuation, exactly as you enter it on your Federal Tax Return. If registering as a Branch/DBA, enter that name, excluding punctuation, into this field. This field accepts up to 50 alphanumeric characters.

> **Application Note:** The application will identify the number of remaining characters allowed as you type.
>
> | ACME Industries | 34 characters left |
> | --- | --- |

- ➢ **Address*** – Use the two lines to enter the street address or post office box information in full for your main headquarters. The address entered will also be the main address for your organization that will appear in the State of Missouri's financial system after your vendor registration is validated and approved by the state.

- ➢ **City*** – Enter the city where your organization is located.

- ➢ **State/Province*** – Use the drop down menu to select the state where your organization is located (Missouri is the default designation). If your organization is located outside of the continental United States, choose the **Other** option from the listing of available choices.

    - o If **Other** is selected from the **State/Province** menu, a new, required **Other Region*** field will display. Enter the appropriate region in this field.

- ➢ **Postal/Zip Code*** – Enter the postal code or zip code with extension, if known, for your organization.

> **Application Note:** The application will perform an address validation. If the address cannot be located, you have the option of correcting any errors that may exist or you may acknowledge that the entered address is correct by double-clicking the '*here*' link.
>
> Postal / Zip Code *
> 23606 – We could not find this address.
> Please check for spelling errors. If it appears correct, please double click here

- ➢ **Type of Business*** – Use the drop down menu to identify the type of enterprise that best represents your organization. If you are registering with a FEIN number, the options include:

    - Benefit Corporation (B Corp)

    - C Corporation

- Individual/Sole Proprietor

- Limited Liability Company – C Corporation

- Limited Liability Company – Partnership

- Limited Liability Company – S Corporation

- Other: Federal Tax Exempt/Non Profit

- Other: Government Entity

- Partnership

- S Corporation

- Trust/Estate

Now/Later Supplemental Information

The lower portion of step two consists of several sections that may be entered now or later. These do not have to be completed during the registration process in order to advance to the next step, but it is highly recommended that vendors complete these sections during initial registration. Completing the sections during initial registration will speed up the approval process.

By default, the **Later** option is selected for the following sections:

- Internal Revenue Service W-9 Form and ACH-EFT Payment Information

- Missouri Counties/Regions Served

- Diversity/Disadvantaged Business Classifications

You may complete these sections during registration by simply clicking the **Now** radio button for the desired section. Otherwise, this information may be entered at a later time when you are logged in to the Web**Procure** application.

Internal Revenue Service W-9 Form and ACH-EFT Payment Information

To enter your IRS W-9 Form and ACH-EFT information now, select the **Now** radio button. The page will refresh to include a new section as shown below:

W-9 Form Request for Taxpayer Identification Number and Certification

In order to conduct business with the State of Missouri, you must submit a completed and signed IRS W-9 Form certifying the **Federal Employer Identification Number** or **Social Security Number** that was entered earlier in step two.   This form certifies that the number entered matches the number assigned to your organization by the Internal Revenue Service. You can download this fillable form directly from the IRS website. You may also provide a W-8 form, if applicable. **IMPORTANT** – An IRS W-9 Form is required in **MissouriBUYS** prior to submitting ACH-EFT information. Many file formats are accepted. If you do not have a scanner, it is possible to take a picture of the completed, signed form with a camera or smart phone, save it on your computer, and attach the picture to your registration. Digital signatures are not accepted on a W-9 Form.
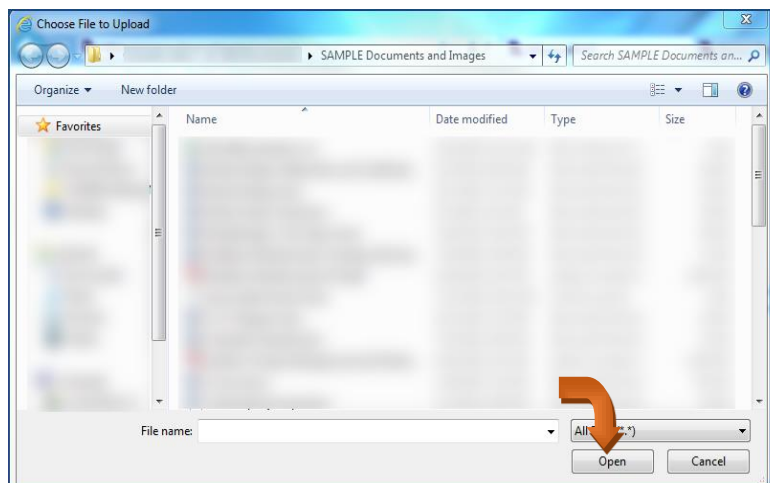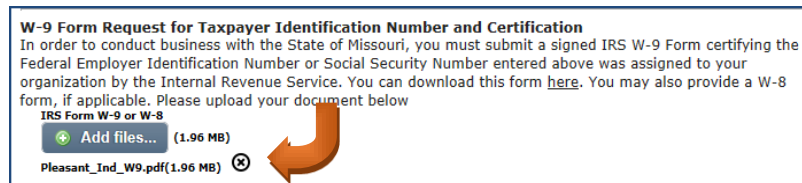
To upload your form, click the **Add files...** button. The **Choose File to upload** window opens. See sample image.

Navigate to the local or network location of your W-9 or W-8 form, select the file, and click **Open**.

The **Choose File to upload** window closes and the selected file will display inside the **W-9 Form Request for Taxpayer Identification Number and Certification** section as shown in the sample image below.

Repeat this process for each form to be uploaded.

To remove a file, simply click the ⊗ located to the right of the file name.

Please note that you will not be able to click on or open your attached file during initial registration. Once registered, you will be able to log in to **MissouriBUYS** and edit your vendor profile/account. You will also be able to view the W-9 Form you attached.

ACH-EFT Payment Information

Providing Automated Clearing House (ACH) Information is recommended at the time of vendor registration with the State of Missouri to enable payment by Electronic Funds Transfer (EFT) in the event your organization is selected for award and will be entitled to payment. Please provide all of the information below to initiate credit entries, allowing you to receive payments from the State of Missouri as applicable. **IMPORTANT** reminder – An IRS W-9 Form is required in **MissouriBUYS** prior to submitting ACH-EFT information.

ACH-EFT Payment Information
Providing Automated Clearing House (ACH) Information is recommended at the time of vendor registration with the State of Missouri to enable payment by Electronic Funds Transfer (EFT) if you are selected for award and will be entitled to payment. Please provide all of the information below to initiate credit entries, allowing you to receive payments from the State of Missouri as applicable.

An IRS Form W-9 is required to submit ACH-EFT information.

See check sample below for the location of your routing number and account number.

Name of Financial Institution *
                                                    30 characters left
Address of Financial Institution *
                                                    30 characters left
                                                    30 characters left

City *

State *
Missouri

Postal / Zip Code *
        -

Depositor Routing Number *   Re-enter Depositor Routing Number *

Depositor Account Number *   Re-enter Depositor Account Number *

Name on Account *

Type of Account
  ● Checking   ○ Savings

YOUR NAME   123
1234 Main Street
Anywhere, OH 00000   DATE _____

PAY TO THE
ORDER OF _____ $ [   ]

_____ DOLLARS

⑈044072324⑈ ⑆000123456789⑆ ⑈123

ROUTING   ACCOUNT   CHECK
NUMBER   NUMBER   NUMBER

Verification of Accurate Information
☐ I (We) acknowledge that the ACH information provided above is correct.

Authorization of Credit
☐ I (We) hereby authorize the State of Missouri to initiate credit entries to my (our) account at the depository financial institution named and to credit the same such account. I (We) acknowledge that the origination of ACH transactions to my (our) account must comply with the provision of U.S. law.

This authorization is to remain in full force and effect until the State of Missouri, Office of Administration, has received written notification from me (us) of its termination in such time and in such manner as to afford the State of Missouri and the financial institution a reasonable opportunity to act on it.

All fields marked with a red asterisk (*) are required. Complete this page as follows:

➢ **Name of Financial Institution*** – Enter the name of your banking institution. This field accepts up to 30 alphanumeric characters.

> **Application Note:** The application will identify the number of remaining characters allowed as you type.

➢ **Address of Financial Institution*** – Use these two lines to enter the complete street address or post office box information of your banking institution. Each line accepts up to 30 alphanumeric characters.

➢ **City*** – Enter the city where your banking institution is located.

➢ **State*** -- Missouri is selected as the default designation. Use the drop down to select another state if Missouri is incorrect.

➢ **Postal/Zip Code*** – Enter the postal code or zip code for your organization.

> **Application Note:** The application will perform an address validation. If the address cannot be located, you have the option of correcting any errors that may exist or you may acknowledge that the entered address is correct by double-clicking the '*here*' link.
>
> Postal / Zip Code *
> 23606 -   We could not find this address.
> Please check for spelling errors. If it appears correct, please double click here

➢ **Depositor Routing Number*** – Enter the 9 digit routing number for your banking institution.

➢ **Re-enter Depositor Routing Number*** – Enter the 9 digit routing number a second time to ensure accuracy. The first and second routing number fields must match.

➢ **Depositor Account Number*** – Enter the 4-17 digit number of the account into which you wish to have the monies deposited.

➢ **Re-enter Depositor Account Number*** – Enter the 4-17 digit number of the account a second time to ensure accuracy. The first and second account number fields must match.

➢ **Name on Account*** – Enter the name on the account as it appears on your banking institution's paperwork and statements.

➢ **Type of Account** – Use the radio buttons to specify the type of account it is. Options are **Checking** or **Savings**. The default is **Checking**.

The image shown on the page represents a sample check to assist you in identifying which numbers designate routing and which represent the account.
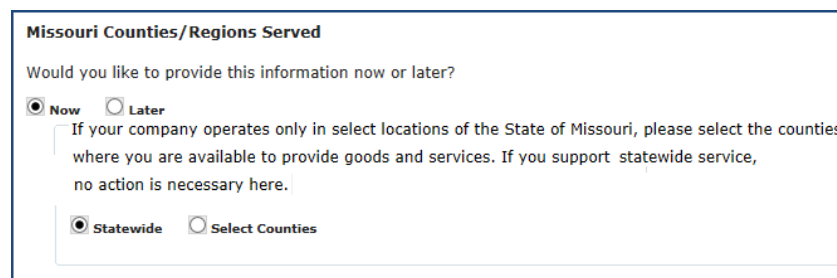
➢ **Verification of Accurate Information** – Check the box to acknowledge the following statement: '*I (We) acknowledge that the ACH information provided above is correct.*'

➢ **Authorization of Credit** – Check the box to provide authorization for the following statement:

'I (We) hereby authorize the State of Missouri to initiate credit entries to my (our) account at the depository financial institution named and to credit the same such account. I (We) acknowledge that the origination of ACH transactions to my (our) account must comply with the provision of U.S. law.

This authorization is to remain in full force and effect until the State of Missouri, Office of Administration, has received written notification from me (us) of its termination in such time and in such manner as to afford the State of Missouri and the financial institution a reasonable opportunity to act on it.'

Missouri Counties/Regions Served

If your organization operates only in select locations of the State of Missouri, please select the counties where you are available to provide products and/or services. If you support statewide service, no action is necessary here.

By default **Statewide** is selected. To identify specific counties for which your organization provides products and/or services, click the **Select Counties** radio button.

The page will refresh to display an interactive map that will only be visible during initial registration. Once your vendor profile is established in the system, you will be able to select or modify counties for your service area.

Select one of the following zones by clicking on the map:

- **Northwest**   - **Central**   - **Ozark**

- **Northeast**   - **St. Louis**   - **Southeast**

- **Kansas City**   - **Southwest**

Once a zone is selected, the right side of the page will refresh to display a listing of counties in that zone. In the sample image below, *St. Louis* was selected:
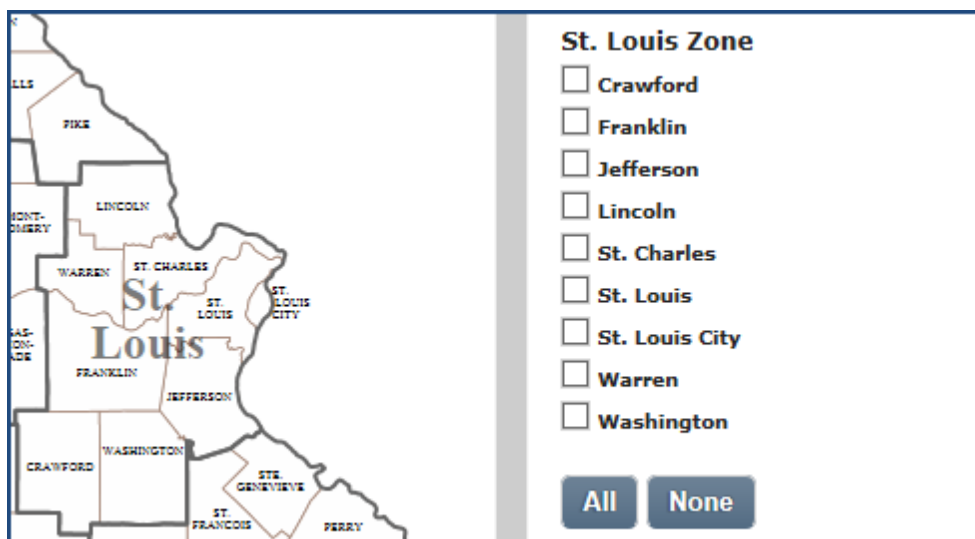
To select all counties in the selected zone, click the **All** button. In doing so, all counties will be checked and the map will update automatically and highlight all counties in that zone in blue.
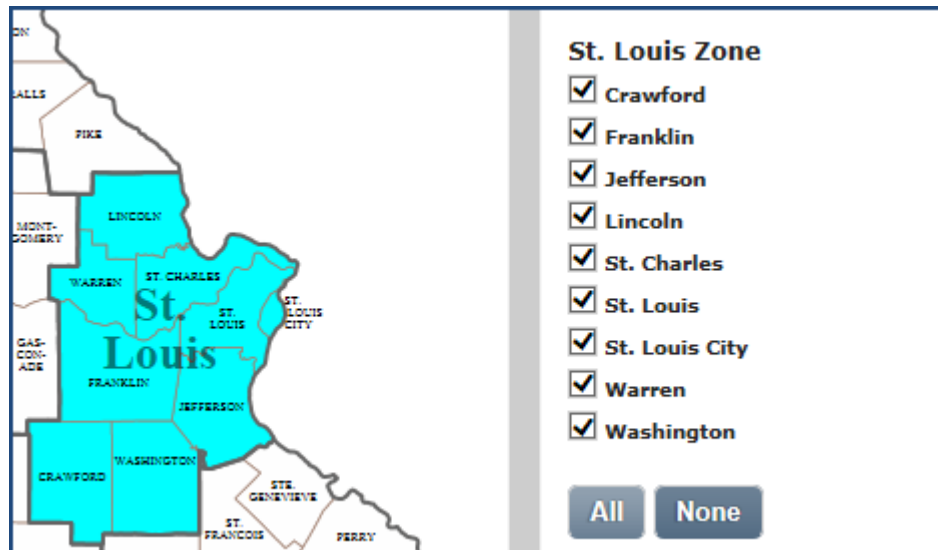
To limit your selection to one or more counties in a zone, check the county box(es) for which your organization can provide products and/or services. In the sample image below, only four counties were selected, therefore only those four counties are highlighted in blue.
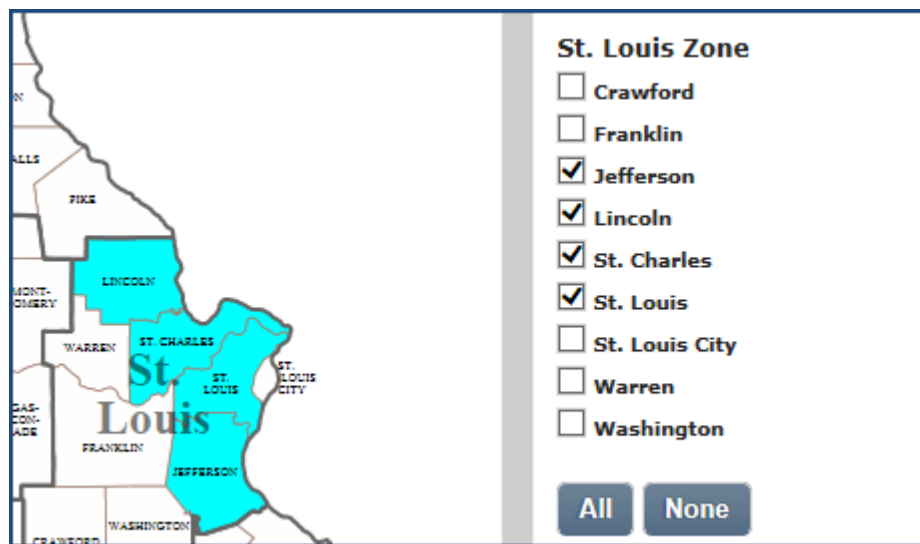
Repeat this process for each zone and county/counties serviced.

To clear any and all selections, click **None**.

Diversity/Disadvantaged Business Classifications

This section of the registration is optional and may be completed later when logged into the Web**Procure** application. If none of the classifications apply to your organization, leave the **Later** radio button selected and continue with your registration.

To view and/or select from the listing of available diversity/disadvantaged business classifications (MBE, WBE, SDVE, DBE, ACDBE, Organizations for the Blind, or Sheltered Workshops) that may apply to your organization, select the **Now** radio button.

Once a classification is selected, additional information may be required. To learn more about an available diversity/disadvantaged business classification certification, access the link provided for each certification, respectively.

Minority/Woman Business Enterprise (M/WBE) Certification

To learn more about the State of Missouri M/WBE program or apply for certification, please visit the State of Missouri, Office of Equal Opportunity's website at https://oeo.mo.gov/.

If applicable, select and provide the required information for your organization's current certification.

- **Woman Business Enterprise** (WBE)

- **Minority Business Enterprise** (MBE)

- **Both** (M/WBE)

Missouri Service-Disabled Veteran Business Enterprise (SDVE) Certification

To learn more about the SDVE program or apply for certification, please visit the State of Missouri, Office of Administration website at: http://oa.mo.gov/purchasing/vendor-information/missouri-service-disabled-veteran-business-enterprise-sdve-information.

Missouri Service-Disabled Veteran Business Enterprise (SDVE) Certification
To learn more about the SDVE program or apply for certification, please visit
http://oa.mo.gov/purchasing/vendor-information/missouri-service-disabled-veteran-business-enterprise-sdve-
information.

☐ If an SDVE, click the checkbox below and provide the certification date (date of written verification from
Veterans Affairs confirming service disability). Expiration date will be added
in after vendor registration is complete.

☐ **Service-Disabled Veteran Business Enterprise**
Certification Date

If applicable, check the **Service-Disabled Veteran Business Enterprise** box.

Select the calendar icon to enter the certification date of your organization's SDVE certification.

Certification Date

08/28/2015

◀	Aug	2015	▶

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Use the left and right arrows ◀ ▶ to navigate the months backwards and forwards, respectively.
Use the Month and Year drop down menus to make the appropriate selections. Click on the date that
reflects your certification date. The selected date will populate the **Certification Date** field.

Disadvantaged Business Enterprise (DBE) Certification with Missouri Regional Certification Committee (MRCC)

To learn more about the DBE program or apply for certification, please visit the State of Missouri,

Department of Transportation, Office of External Civil Rights website at:

http://contribute.modot.mo.gov/business/contractor_resources/External_Civil_Rights/DBE_program.
htm.

Disadvantaged Business Enterprise (DBE) Certification with Missouri Regional Certification Committee (MRCC)
To learn more about the DBE program or apply for certification, please visit
http://contribute.modot.mo.gov/business/contractor_resources/External_Civil_Rights/DBE_program.htm.

If a DBE, click the checkbox below and provide the certification number and date (date of written verification from MRCC). Expiration date will be added in after vendor registration is complete.

☐ Disadvantaged Business Enterprise
Certification Number
[   ]

Certification Date
[   ] 📅

If applicable, check the **Disadvantaged Business Enterprise** box.

Enter your certification number.

Select the calendar icon to enter the date of written verification from MRCC. Expiration dates will be added after vendor registration is complete.

Certification Date

08/28/2015 📅

| ◀ | Aug ▾ | 2015 ▾ | ▶ |

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Use the left and right arrows ◀ ▶ to navigate the months backwards and forwards, respectively. Use the Month and Year drop down menus to make the appropriate selections. Click on the date that reflects your certification's date of written verification. The selected date will populate the **Certification Date** field.

Airport Concessions Disadvantaged Business Enterprise (ACDBE) with Missouri Regional Certification Committee (MRCC)

To learn more about the ACDBE program or apply for certification, please visit the State of Missouri, Department of Transportation, Office of External Civil Rights website at:

http://www.modot.org/business/contractor_resources/External_Civil_Rights/documents/DBECertific ationApplication11-3-2014.pdf

If applicable, check the **Airport Concessions Disadvantaged Business** box.

Enter your certification number.

Select the calendar icon to enter the date of written verification from MRCC. Expiration dates will be added after vendor registration is complete.

Use the left and right arrows to navigate the months backwards and forwards, respectively.

Use the Month and Year drop down menus to make the appropriate selections. Click on the date that

reflects your certification's date of written verification. The selected date will populate the **Certification Date** field.

Organization for the Blind

The Organization for the Blind certification is pursuant to 41 U.S.C sections 46 to 48c.

Organization for the Blind
The Organization for the Blind certification is pursuant to 41 U.S.C. sections 46 to 48c.

If an Organization for the Blind, click the checkbox below.
☐ **Organization for the Blind**

If your organization is designated as an Organization for the Blind, check the box.

Sheltered Workshop

To learn more about the Sheltered Workshop program or apply for certification with the State of Missouri, Department of Elementary and Secondary Education, visit the website at:
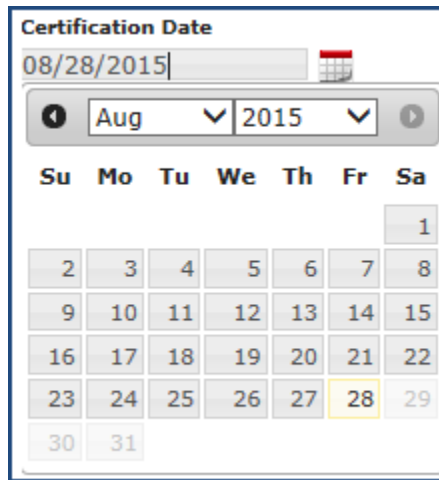
http://dese.mo.gov/special-education/sheltered-workshops/how-become-sheltered-workshop

This certification is pursuant to section 178.920, RSMo.

Sheltered Workshop
To learn more about the Sheltered Workshop program or apply for certification with the State of Missouri, Department of Elementary and Secondary Education, please visit http://dese.mo.gov/special-education/sheltered-workshops/how-become-sheltered-workshop. This certification is pursuant to section 178.920, RSMo.

If a Sheltered Workshop, click the checkbox below and provide the certification number and date (date of written verification from DESE). Expiration date will be added in after vendor registration is complete.
☐ **Sheltered Workshop**
Certification Number
[   ]
Certification Date
[   ] 📅

If applicable, check the **Sheltered Workshop** box.

Enter your certification number.

Select the calendar icon to enter the date of written verification from DESE. Expiration dates will be added in after vendor registration is complete.

Use the left and right arrows   to navigate the months backwards and forwards, respectively. Use the Month and Year drop down menus to make the appropriate selections. Click on the date that reflects your certification's date of written verification.   The selected date will populate the **Certification Date** field.

Emergency Vendor List

If your organization would like to be included on the State of Missouri's 24 hour Emergency Vendor List, select the **Yes** radio button. By default, the selection is set to **No.**

If **Yes** is selected, the page will refresh to display the following information and required fields:

Would you like your company to be included on the State of Missouri's 24 hour Emergency Vendor List?

○ No   ● Yes

Please provide the 24 hour emergency contact information below.
Participating agencies are setting up vendors to be registered to provide disaster assistance in the event of an emergency. It is estimated that this emergency assistance could be required for up to eight (8) weeks or until regular contracting/bidding procedures could be followed. In the event your services would be required, response time is very critical. Response to the agency within two (2) hours may be necessary as delivery of goods or services at the emergency location within four (4) hours may be required. For some classes or types of work you may be required to provide proof of the appropriate insurance (general liability, professional liability, other non-professional liability, crime, errors and omissions liability, etc.) to be included on the emergency vendor list. This will ensure that your company can begin work immediately upon receiving a call from agency staff in case of an emergency. If your organization would like to be included on the emergency vendor list, please fill in your contact name, e-mail and phone number below.

Emergency Contact Name *

Emergency Contact Email *

Emergency Contact Phone(10 digits,no spaces or hyphens) *

*denotes required fields.

Please note that participating agencies are setting up vendors to be registered to provide disaster assistance in the event of an emergency. It is estimated that this emergency assistance could be required for up to eight (8) weeks or until regular contracting/bidding procedures could be followed. In the event your organization's services would be required, response time is very critical. Response to the agency within two (2) hours may be necessary as delivery of products or services at the emergency location within four (4) hours may be required. For some classes or types of work, you may be required to provide proof of the appropriate insurance (general liability, professional liability, other non-professional liability, crime, errors and omissions liability, etc.) to be included on the emergency vendor list. This will ensure that your organization can begin work immediately upon receiving a call from agency staff in case of an emergency. If your organization would like to be included on the emergency vendor list, please enter a contact name, contact email, and phone number in the fields provided.

When finished with step two, choose **Next** to advance to step three or choose **Back** to return to step one.

◀ Back   Next ▶

Step 3 – Organization Contact Information

Enter your organization's main contact information. When logged into the Web**Procure** application, the main contact will be allowed to manage your organization's **MissouriBUYS** account, add users to the system, designate who will receive email notices of bid opportunities, and determine who will be allowed to submit solicitation responses on behalf of your organization.

Organization Contact Information

Please enter the Organization's main point of contact information. Additional contact and user information can be added in the system once you have established your main account.
*denotes required fields.

Salutation
--Select--

First Name *

Last Name *

Job Title

Main Phone Number(10 digits,no spaces or hyphens)*   Ext   Fax Number(10 digits,no spaces or hyphens)*
Either a phone number or fax number is required to register.

Email Address*

User name*

Password*

Confirm Password*

*denotes required fields.

◄ Back   Next ►

A red asterisk (*) indicates that a field is required and must be completed in order to proceed to the next step in the registration.

Complete this page as follows:

➢ **Salutation** – Use the drop down menu to choose the appropriate salutation for the main contact. Options include: **Mr., Mrs., Ms., Dr.** and **Rev**. This selection is optional.

➢ **First Name*** – Enter the first name of the main contact. This field is required.

➢ **Last Name*** – Enter the last name of the main contact. This field is required.

➢ **Job Title** – If desired, enter the job title of the main contact. This field is optional.

- **Main Phone Number*** – Either a phone number or fax number is required for registration. Enter area code, prefix, and phone number of the main contact. If applicable, enter a direct extension number.

- **Fax Number*** – Either a phone number or fax number is required for registration. Enter area code, prefix, and fax number of the main contact.

- **Email Address*** – The email address for the main contact is entered here. A confirmation email will be sent to the email address entered here.

- **User Name*** -- The User Name is not case sensitive; however, **User Names** must be unique in the Web**Procure** system. It is recommended to use the person's *first initial and last* name (i.e. jsmith). If the **User Name** entered is not unique, an error message will be displayed at the top of the page in red.

Please check your data. The following errors occured:

- User name is not unique. Please enter a different one.

- **Password*** – The **Password** field is case sensitive. Passwords must be at least 8 characters in length, cannot contain the User Name or the word 'password', and must be a mix of upper-case letters, lower-case letters, numbers and special characters.

- **Confirm Password*** – Enter the password a second time in this field to ensure accuracy.

When finished with step three, choose **Next** to advance to step four or choose **Back** to return to the previous step.

◀ Back   Next ▶

Step 4 -- Organization Payment Information

The **Organization Payment Information** screen will populate with default settings for Missouri. Click **Next**.
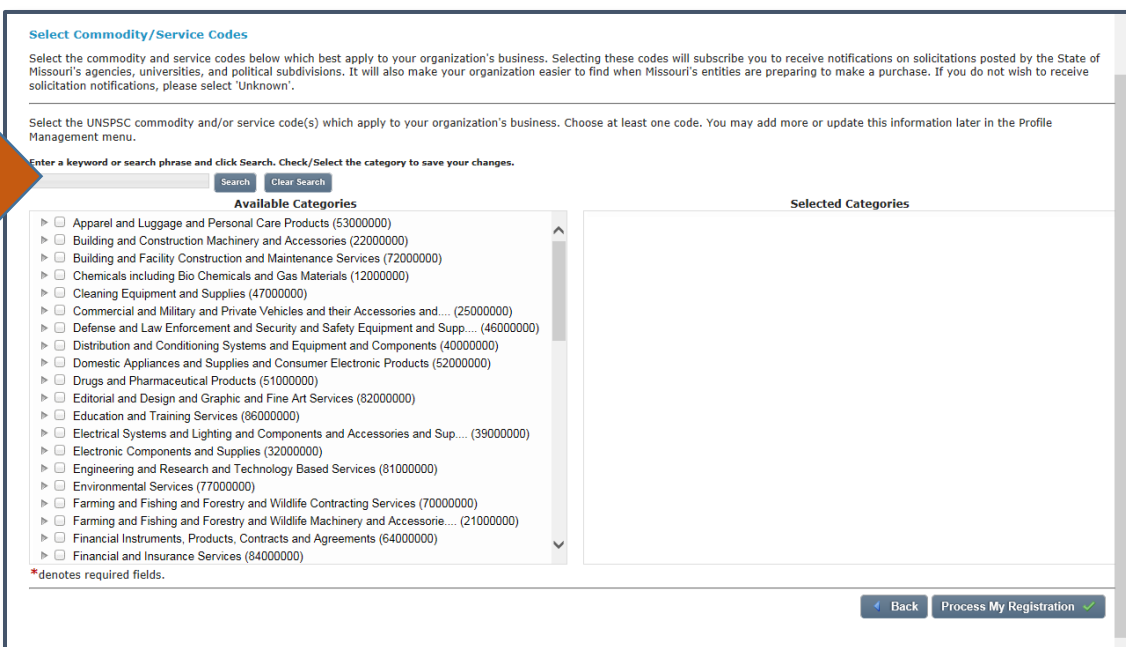
Step 5 – Select Commodity/Service Codes

This step is designed for you to select the UNSPSC commodity and service codes which best apply to your organization's business. Selecting applicable UNSPSC code(s) will enable your organization to receive automated email notifications on bid opportunities posted by the State of Missouri's agencies, universities, local governments, and political subdivisions based on commodity code matches. It will also make your organization easier to find when Missouri's entities are preparing to make a purchase. If you do not wish to receive solicitation notifications, please search for and select 'Unknown'.

You must select at least one UNSPSC commodity/service code to complete your registration. When logged into the Web**Procure** application, you will be able to add or remove codes as needed. Vendors are encouraged to select codes that align with their products/services. The Solicitation Contact listed in a vendor's profile/account will receive the automated email notifications of bid opportunities.

To search for a particular UNSPSC commodity or service code, enter a keyword or search phrase in the **Search** field that best describes the commodity and/or services(s) that your organization provides and click **Search.**

Results

All of the UNSPSC commodity codes that contain your search entry will populate on the screen under **Available Categories**. Clicking on **Clear Search** will clear the categories under **Available Categories** from your previous search, and the entire category listing will populate again.

Select Categories

The UNSPSC commodity classification structure includes four levels of hierarchy. In **MissouriBUYS**, you can select the top level commodity category or related sub level categories to associate with your vendor profile based on the products/services you provide. When selecting a top level commodity category from **Available Categories**, you will be unable to individually select any sub level subcategories appearing under the top category level. When you select and save a top level commodity category to your vendor profile, you will receive automated bid notifications for any bid solicitation(s) that matches the top level commodity category and any of the sub level categories appearing under the top category. If you select a sub level category, the higher level commodity category name(s) will appear in gray in the **Selected Categories** section above the subcategory selected.

To select an UNSPSC commodity or service code(s), check the box(es) applicable to your organization. UNSPSC commodity codes selected will appear on the screen under **Selected Categories**.

Please note that if you have selected an UNSPSC code and wish to search for another code, you must use the **Search** key. If you hit the Enter key on your keyboard instead of clicking on **Search,** the system will proceed with processing your registration instead of allowing you to continue to search for another UNSPSC commodity code. If this occurs, you will be able to edit your vendor profile/account to add an additional UNSPSC commodity code(s) after you are registered.

Repeat the above Commodity Category selection process until all appropriate categories for your organization appear in the **Selected Categories** section. If necessary, a vertical scroll bar will appear in the **Available Categories** and **Selected Categories** sections to enable you to scroll vertically to review, select, and/or unselect commodity categories.

You can also search for your appropriate UNSPSC commodity/service code(s) by going to www.unspsc.org. Click on the **Search-Code** tab, and enter a keyword in the **Search Title** field. When searching for an UNSPSC code(s), you may need to consider a hierarchical index to find your code(s); i.e. to find 'canned tuna' you may need to enter the word 'fish' first. Please note that the UNSPSC

website may have a newer version of the UNPSC commodity code set which means codes found on the UNSPSC website may not yet be available for selection when registering in MissouriBUYS.

Remove Selected Categories

To remove a selected UNSPSC commodity/service code, remove the check mark next to the category under **Selected Categories** and the category will automatically disappear.

Category selection is the final step in registration. After you are registered in **MissouriBUYS,** you will be able to add or remove UNSPSC commodity codes as needed inside the Web**Procure** application. Please refer to the 'Instructions for Editing & Managing Your Vendor Profile' on the **MissouriBUYS** website.

When finished with selecting your UNSPSC category or categories, click **Back** to return to a previous step in the registrationor proceed to **Process My Registration**.

Process My Registration

When finished with all four steps of your **MissouriBUYS** registration, simply click the **Process My Registration** button.

Upon successfully submitting your registration, a Registration Confirmation will display on the screen. See sample image below:

An email confirmation will also be sent to the email address shown on this page, which is the email address that was entered for the main contact in step three of your registration.

This page acknowledges your registration is being processed. You may log in to the MissouriBUYS/Web**Procure** system by clicking on the **Take me to WebProcure Now** button or by selecting the link that will be included in the confirmation email.
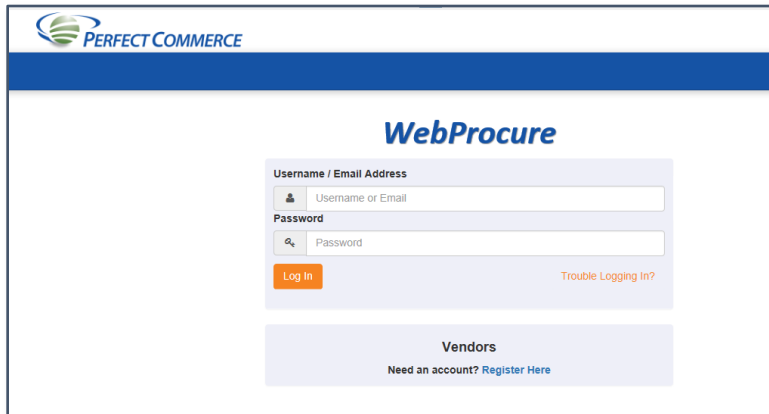
If the State of Missouri publishes any bid opportunities for an UNSPSC commodity code category that matches the products/services you have chosen to provide, an automated email notification will be sent to the email address shown on this page. Another user can also receive automated email notifications of bid opportunities. After the vendor record is established in **MissouriBUYS**, the main contact can add additional users and set up their credentials, including establishing permission for them to receive solicitations, by logging in and editing the vendor's profile/account. Information on editing your organization's profile/account can be found in the 'Instructions for Editing & Managing Your Vendor Profile' document posted on the **MissouriBUYS** website under Training.

NOTE: Please know that you are responsible for maintaining the accuracy of your organization's profile information. After completing the registration, it is recommended that you log in to **MissouriBUYS**/Web**Procure** periodically to verify information. This will ensure that you receive the appropriate communications.

For further assistance with registration, please contact Perfect Commerce's Web**Procure** Technical Support via e-mail, webprocure.support@perfect.com, or by phone, 866-889-8533.
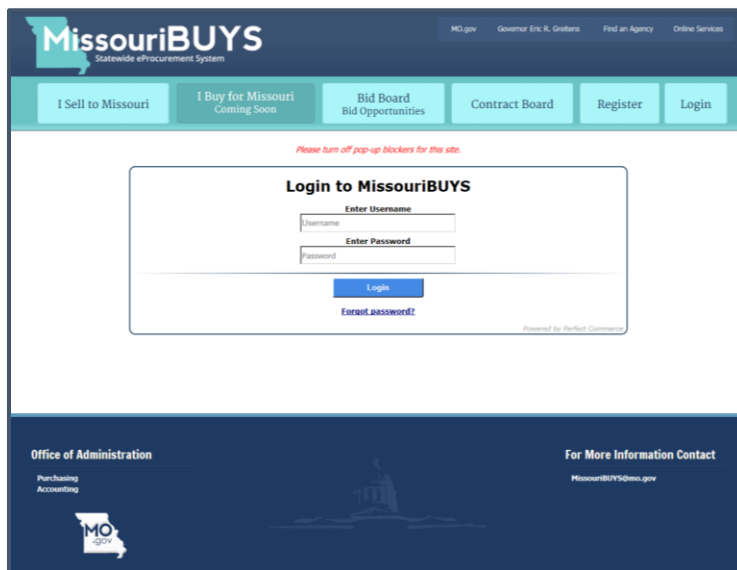
Log In to MissouriBUYS/WebProcure

Upon the successful completion of your registration, you may select the **Take me to WebProcure Now** button or select the link that will be included in your confirmation email. Either path will take you to the following WebProcure log in screen:

Enter the **Username** and **Password** that you created during registration. Click **Login**.

You can also enter the Web**Procure** system through the **MissouriBUYS** website at https://missouribuys.mo.gov and clicking **Login**. Accessing the Web**Procure** system through the **MissouriBUYS** website will open the following login screen:

Enter your user credentials and click **Login.**

WebProcure Usage Terms and Conditions

The State of Missouri has contracted with Perfect Commerce to utilize the Web**Procure** system for **MissouriBUYS**.   Upon your initial log in, you will be presented with Web**Procure's** terms and conditions. Use the vertical scroll bar to view the terms and conditions in their entirety.   Once reviewed, click **Accept** to continue into the application.

If you choose to **Decline** these usage terms and conditions, you will not be able to successfully log in to the Web**Procure** application, submit bid responses electronically, or be able to use other system features.

WebProcure Home Page

After the terms are accepted, Web**Procure** opens to the home page.
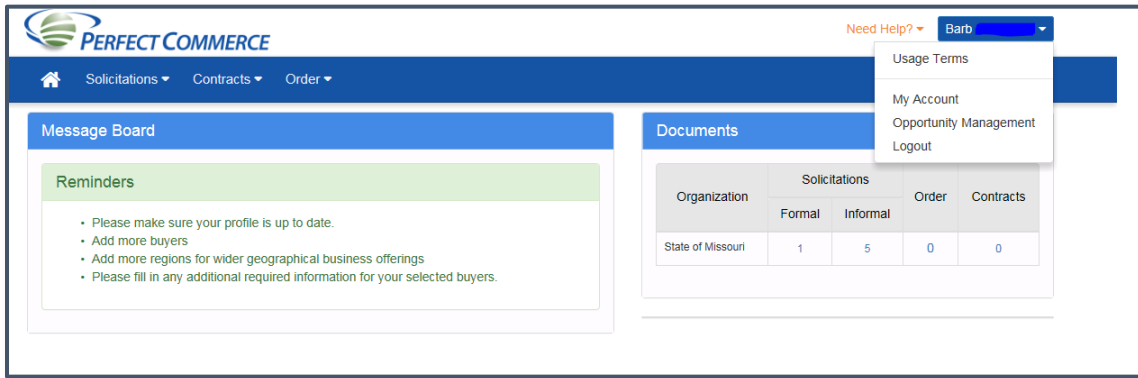
- **Message Board** section includes news about the product, reminders and alerts.

- **Documents** section identifies the number of **Formal** and **Informal Solicitations** available for review and response along with the number of **Orders** and **Contracts** for your organization (if applicable).

- **Solicitations** on the toolbar enables you to view current and past solicitations.

- **Contracts** on the toolbar enables users within your organization who have been granted 'Access to Contract Management' to view and download contracts that have been awarded to your organization (if applicable).

- **Order** on the toolbar enables users within your organization who have been granted 'Access to Order Management' to view and acknowledge orders for products/services ordered through **MissouriBUYS**.

- **User Menu** (dropdown located by your name at top right corner) provides access to Usage Terms as well as the **My Account** link which can be used to edit your organization's profile.

Edit Profile/My Account

Selecting **My Account** opens the administration module to manage your company's information including what was entered during the registration steps. This information may be edited and updated as needed.
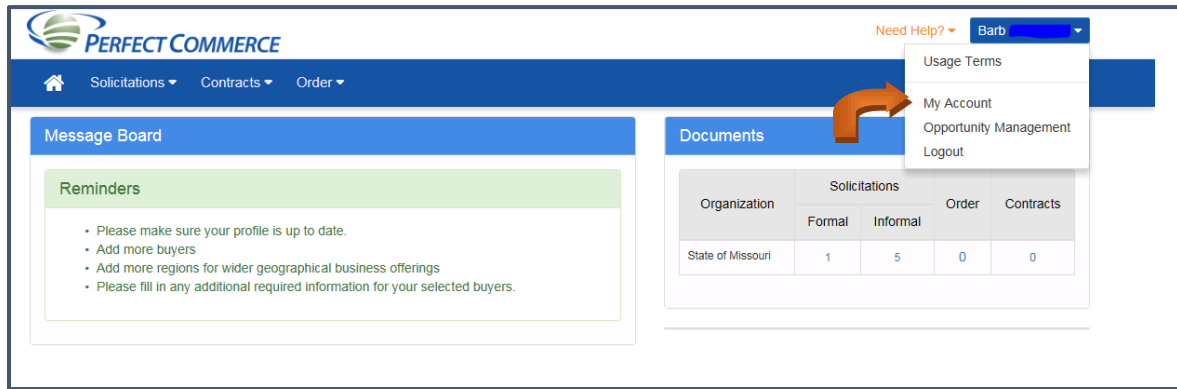
After clicking on **My Account**, the links on the left side may be selected to edit or add contacts, company information, commodity categories, banking information, and additional profile information. In addition, this is where users are added to the system, passwords are reset, and permissions are assigned. Additional information on editing your account/profile can be found in the 'Instructions for Editing & Managing Your Vendor Profile' document published on the **MissouriBUYS** website under Training.
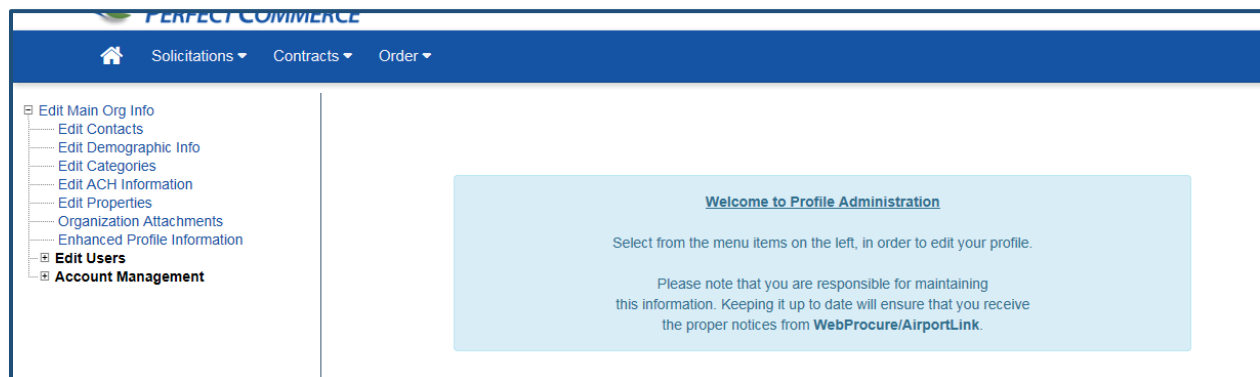
Special Note About Bid Notifications and Confirmation of Bid Submissions:

Vendors responding to bids electronically through **MissouriBUYS** need to edit their vendor account/profile in order to receive an automated confirmation that their electronic bid response was successfully submitted to the state. After selecting **My Account** from the User Menu, click on **Edit Main Org Info** and scroll down the screen to the **Bid Notification** section. Check the appropriate box as to which organizational contact(s) should receive the notification and click **Save**.

Bid Response Instructions – Step-by-step instructions for a vendor to use when submitting online responses to bid opportunities can be found on the **MissouriBUYS** website under Training and on the Bid Board.

Online Help

This topic and more is covered in online help inside of Web**Procure**. There are also video simulations available to guide you through responding to a solicitation and maintaining your organization's information. To get to Online Help, click on the down arrow next to **Need Help?** and click on **Online Hel**p.